Diversity Plan Assessment Reporting Guidelines

To increase the transparency and completeness of the institutional diversity plan assessment reports and to ensure that each utilizes a consistent format, all reports should:

- Be a maximum of 30 pages.

- Use only a regular 12-point font.

- Use line spacing of 1.5.

- Include a cover page that provides the following:

  o Name of institution

  o Title of diversity plan

  o Submission date

The rest of the report should include the following:

- Page numbers at the bottom of each page (after the cover page).

- Table of contents.

- Executive summary (3 pages maximum).

  o Synopsis of the institutional assessment; discuss whether the institution accomplished the goals/objectives identified in the plan.

- Introduction (3 pages maximum).

- Discussion of progress for student body diversity (5 pages maximum).

- Discussion of progress for student success/closing the achievement gap (5 pages maximum).

- Discussion of progress for workforce diversity (5 pages maximum).

- Discussion of the campus climate/CET (5 pages maximum).

- Conclusion/next steps (4 pages maximum).